

# Test Administration Training

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1

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**Office of Public Instruction**  
Dennis Jonsson, State Superintendent  
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Welcome to the Test Administration Training for the ACT for State Testing.

# Agenda 2012-13

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## **Part 1: Training for ACT Plus Writing Test Administration**

- 1. State Specific Information**
- 2. Testing Dates and Times**
- 3. Testing Staff**
- 4. Facilities**

## **Part 2: Training for ACT Plus Writing Test Administration**

1. Pre-test Activities
2. Test Administration
3. What's New
4. Accommodations Overview

## **Part 3: Training for ACT Plus Writing Test Administration**

1. Post-test Activities
2. Success for You and Your Students
3. Resources



The training will be presented in three PowerPoints in pdf format with the notes accompanying each slide. This is Part 1 which includes the following topics:

First information specific to the Montana ACT Plus Writing,

Followed by authorized dates and testing times,

Testing staff requirements and responsibilities,

Facilities requirements,

# MONTANA SPECIFIC INFORMATION

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3

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The ACT Plus Writing opportunity for all Montana public high school juniors is a partnership between the Montana Office of Public Instruction Graduation Matters Montana and the Gear Up Program.

## State Superintendent Denise Juneau's ACT Priorities

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- Universal free access to the ACT
- Raise expectations
- Everyone graduating from college and being career ready
- Partnership with Montana Gear UP



4



Universal free access to the ACT

Raises expectations so that everyone is prepared to graduate from college and be career ready.

## Montana Specific Information

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### Spring 2013 Full Administration

- Gear UP High Schools and All Public High Schools
  - On a school day
  - In students' high schools
  - No cost to the students
  - Educational grants to cover high schools' arrangement expenses
- 171 High Schools
- Approximately 10,500 students



Also, the grant may be used to cover high schools' arrangement expenses. There are 171 participating high schools and approximately 10,500 students will take the ACT.

## Montana State Testing Program

- The State Testing Montana ACT Plus Writing test form is equivalent to ACT test forms used for National Testing
  - Standard Time
    - Initial Test Date/Makeup Test Date
    - The ACT Supervisor's Manual State Testing
  - ACT-Approved Accommodations
    - Two-week testing window
    - The ACT Supervisor's Manual State Special Testing
  - State-Allowed Accommodations
    - Same two-week testing window as ACT-Approved Accommodations
    - The ACT Administration Instructions State-Allowed Accommodations



6



The ACT Plus Writing administered as a part of the Montana Statewide Testing Program, in school, on a weekday, is equivalent to the ACT Tests administered during the Saturday National Testing.

- The Montana State Testing Test forms are the same length and difficulty as the tests administered for National Testing, and the scores achieved through Montana State Testing are equivalent to those achieved under all other ACT administrations.
- We anticipate most students will be taking the Montana ACT Plus Writing using standard time and standard test materials.
- **Standard time means the student uses a 10-point font test booklet, no other accommodations or test format, no additional test or break time, and only the allowed number of breaks.**
- However, ACT supports two forms of accommodations on the ACT when it is administered as part of state testing: ACT-Approved Accommodations and State-Allowed Accommodations. We will explain the differences between ACT-Approved Accommodations and State-Allowed Accommodations later in the accommodations overview portion of this presentation.
- There are three Supervisor's Manuals specific to State Testing, one to be used for Standard Time testing on the initial and makeup test dates, one to be used for students authorized to test with ACT-Approved Accommodations, and one to be used for students who will test with State-Allowed Accommodations. Each supervisor's manual must be carefully followed in order to meet ACT's testing requirements.

# AUTHORIZED DATES AND TIMES FOR TESTING

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As you prepare for testing, please keep the following in mind.

## Authorized Dates and Times for Testing

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### Spring 2013 Testing Schedule

Testing	Dates
ACT Plus Writing Test Date	Tuesday, April 23, 2013
ACT Plus Writing With Accommodations Test Window	Tuesday, April 23 – Tuesday, May 7, 2013
ACT Plus Writing Makeup	Tuesday, May 7, 2013



These are the authorized dates for spring 2013 testing.



## Authorized Dates and Times for Testing

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- **Standard Time Administration**

- Test only on designated Initial and Makeup test dates
- Must start verbal instructions no later than 9:00 a.m.
- No afternoon or evening testing
- Testing must be the first activity of the morning
- Excuse students from early bird classes, athletic practices, and other organized activities prior to testing

- **Accommodations Administration**

- Testing must occur on days within the designated two-week testing window
- Testing does not need to start by 9:00 a.m., does not need to be the first activity of the morning



- Standard time testing must occur only on the designated initial test date, and on the designated makeup test date.
- In standard time testing rooms, for test security and standardization, everyone must begin at the same time. Testing must begin by 9:00 a.m. This means the verbal instructions must be started by 9:00.
- For students who normally arrive at school in the afternoon or evening, arrangements must be made for them to test *in the morning* on the designated initial and makeup test dates.
- Testing must be the students' first activity of the morning.
- If any students are scheduled for an "early bird" class, practice or organized activity before testing will start, they should be excused, or the activity should be rescheduled.
- For Accommodations administrations, testing must occur on days within the designated two-week testing window. Testing does not need to start by 9 a.m., and does not need to be the first activity of the morning for students testing with accommodations.

# TESTING STAFF

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10

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The following policies and responsibilities pertain to testing staff.

## Testing Staff Requirements: TS, BU

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- **Test Supervisor (TS)**
  - Responsible for all assessment activities
  - Ensures security of test materials
- **Back-up Test Supervisor (BU)**
  - Assists TS with all assessment activities
  - Helps ensure security of test materials
  - Responsible to serve as TS on test day, if TS is unable to serve

Testing staff chosen by the principal must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all students at their school are tested under the same conditions as students at every other school administering the ACT and/or WorkKeys.

The Test Supervisor is responsible for all assessment activities and materials.

The Back-up TS assists the TS with all of the assessment activities, and in ensuring security of test materials.

In the unexpected absence of the Test Supervisor, the Back-up TS must be able to take over and provide the same level of expertise.

# Testing Staff Requirements: TAC

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- Test Accommodations Coordinator (TAC)
  - Submits an application for each student requiring ACT-Approved Accommodations
  - Places State-Allowed Accommodations orders, if offered and applicable
  - Coordinates accommodations testing for the school
  - Responsible for security of test materials

The Test Accommodations Coordinator is responsible for submitting applications for ACT-Approved Accommodations, and

placing State-Allowed Accommodations orders if this is offered as part of your testing program, and applicable for your students.

The TAC is also responsible for organizing testing for students testing with accommodations,

and safe-guarding the secure test materials.

# Testing Staff Requirements

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- TS, BU, and TAC
  - May serve at only one school
  - Contact ACT if replacement is necessary
  - Responsible for selecting and training Room Supervisors, (RS) Proctors, and other testing staff

The staff appointed to these key roles need to be on file with ACT, and may only serve at one school.

Under certain conditions it may become necessary to replace a TS, BU, or TAC.

If this occurs, the newly appointed individual must immediately notify ACT, and submit a completed profile change form. The form needs to be on file at ACT prior to testing.

*If the newly appointed individual has not previously been trained, he/she will need to read and become familiar with the supervisor's manual, and fulfill training requirements.*

The TS, BU, and TAC are responsible for selecting room supervisors and proctors, and possibly other staff, such as sign language interpreters, or readers to assist with testing.

# Test Preparation

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- Testing staff (in any capacity) may not be involved in ACT or WorkKeys test preparation activities during the current year for commercial gain outside of normal teaching responsibilities
- Allowed to serve as testing staff only if:
  - Test preparation is part of regular job responsibilities
  - Employer is not a commercial enterprise

•The test preparation policy applies to any staff members with a commercial interest in preparing students to take ACT and/or WorkKeys tests during the current academic year. WorkKeys is not part of every program, so preparing students to take WorkKeys tests is only considered a conflict of interest if WorkKeys is part of your testing program.

•You must ensure that staff who participate in these commercial ventures do not serve as testing staff in any role. This will avoid the suspicion of an individual financial interest in students doing well.

•Staff members may provide workshops on test preparation strategies as part of their normal job duties at school. You could say that all teaching is a form of test preparation. But, we're talking about intensive drilling on test strategies and use of sample questions for financial gain.

# Relatives and ACT Testing

*Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.*

- **Test (and Back-up) Supervisors** *may not be related* to any student testing with standard time materials at any school in your state on your designated initial and makeup test dates
  - **Test Accommodations Coordinators** *may not be related* to any student testing with accommodations at any school in your state during your designated accommodations testing window
  - **Room Supervisors and Proctors** *may not* assist in a room where any relative is being tested, and may not have access to the relative's answer document or test materials
- *To protect you and your relative from an allegation of a conflict of interest, you may not have access to your relative's answer document or test materials at any time.*



When selecting appropriate testing staff, several policies must be followed to avoid the appearance of a conflict of interest. These are standard ACT policies that apply to all testing programs, and these are in place to protect staff and students from allegations of a conflict of interest.

- If you have a relative taking the state testing standard time administration anywhere in your state, you cannot be a test supervisor or back-up supervisor.
- If you have a relative testing anywhere in the state who will be testing with accommodations as part of state testing, you cannot serve as the TAC.
  - The reason for this is you will have prior access to test materials.
  - You'll need to pass your duties to someone else BEFORE test materials arrive.
  - The principal should appoint someone else, and ask that person to call ACT, and to complete and submit the profile change form.
- If a staff member has a relative testing:
  - This individual may serve as a room supervisor or proctor.
  - However, they may not be the RS or proctor in the same room as their relative, and may not have access to the relative's test materials at any time.

# Coaches

*Anyone who coaches high school or college athletics (head coaches, as well as assistant coaches, all sports - even if the sport is not in season at the time of testing)*

- May not serve as the Test Accommodations Coordinator if any student-athlete tests with accommodations
- May not serve as a Room Supervisor in any one-on-one situation where a student-athlete is testing (with standard time, or with accommodations)

This policy is in place to protect coaches and student athletes from the appearance of a conflict of interest.

ACT has provided assurances to the NCAA that scores achieved through the state testing administration are comparable to those of National scores, and may be used to determine initial eligibility for Division I and II. This policy was important in the NCAA decision to accept the use of these STATE scores for Initial-Eligibility.

*Anyone who coaches high school or college athletics, head coaches, as well as assistant coaches, for all sports - even if the sport is not in season at the time of testing,* may not serve as the Test Accommodations Coordinator if any student-athlete tests with accommodations.

And, if you are a coach, you may not serve as a Room Supervisor in any one-on-one situation where a student-athlete is testing. An example of a one-on-one testing situation to avoid is if a student-athlete testing with standard time has Tourette's Syndrome or is diabetic, and needs to test alone, a coach may not be the room supervisor. If a student-athlete has been approved for a Reader, a coach may not be the Room Supervisor. When a Reader is required, the Reader is the Room Supervisor.



# Authorized Observers

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- Only authorized personnel may enter the testing area
  - Trained testing staff (includes locally trained staff)
  - ACT and State observers
    - Must have ACT authorization letter or identification
    - Must call ACT to verify the individual is authorized to observe
    - Do not allow individual into testing area without ACT verification
  - Anyone else considered unauthorized
    - Examples of unauthorized persons: members of the media, or test preparation companies, school board representatives, district officials, parents



Only authorized personnel are allowed to be in the area designated for testing. On test day, representatives from ACT and the State will go to selected sites to observe testing. ACT and State representatives are the only personnel other than trained testing staff who are authorized to enter the testing area.

-Visits are not announced in advance of testing.

-If someone arrives to observe testing, you must first check for a letter of introduction produced by ACT and identification.

-Then, you must call ACT and ask for verification that this individual is authorized to observe. He or she may not be admitted into the testing area without verification through ACT.

## **Examples of unauthorized observers are:**

- the media, test prep companies, school board members, district officials, and parents.

Under **NO CIRCUMSTANCES** are the parties mentioned above allowed in. You must be firm!

# Testing Staff Roles

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- One Room Supervisor per room
  - Same person entire session
- Proctors assist the Room Supervisor
- Roving Proctor
  - Recommended if more than four rooms
  - Or rooms on multiple levels

The room supervisor has the most important role in the test room. One room supervisor is required for each test room, and must serve in the same room the entire session. The room supervisor must be in the testing room at all times, except for brief restroom breaks covered by a proctor.

If only one room is used, test supervisor may also serve as the room supervisor. However, if multiple rooms are used, the test supervisor will need to be free to manage and assist with all rooms of testing.

The room supervisor is responsible for:

1. the testing conditions in the room
2. the security of test materials
3. admitting and seating students,
4. reading the verbal instructions exactly as they are written,
5. And monitoring students during the test.
6. Additionally, it is the Room Supervisor's responsibility to accurately complete the room's required documentation before returning materials to the TS or TAC.

Proctors are also very important to a smooth test administration. A proctor assists the room supervisor, and may:

1. Direct students to seats,
2. Distribute and collect test materials,
3. Monitor students, and
4. Verify timing.

• Roving proctors are recommended if you are using several testing rooms, or if they are on multiple levels. The roving proctor may assist with materials organization on test day, check-in, providing breaks, and monitoring hallways to keep the testing area quiet.

# Sign Language Interpreter

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- Students with hearing impairment testing with **standard time**
  - May sign spoken instructions only
  - May sign to small groups
- Approved *Application for ACT-Approved Test Accommodations* required to sign test questions
  - Must test students individually in a separate room
  - See Supervisor's Manual State Special Testing for agreement and interpreter qualifications for this accommodation

• Students with hearing impairments may be able to test with standard time, but may need the assistance of a sign language interpreter for spoken instructions. The interpreter, who may not be a relative, will sign all spoken instructions, and may translate any questions from the student to testing staff, and sign the responses to those questions. The interpreter may not sign the test questions or answer any questions the student has about test questions.

• The interpreter may sign to small groups, if all students can see, and be seen by the interpreter.

• In order for a sign language interpreter to sign test directions and test items, the Test Accommodations Coordinator must request this accommodation on the *Application for ACT-Approved Test Accommodations*, and it must be approved by ACT.

• If test questions are signed, the Interpreter's Agreement must be completed and submitted to ACT with the answer document. The interpreter will need to use Exact English Signing for the test items, but may use American Sign Language for the directions. When test items are signed, the student must be tested individually.

## Ratio of Proctors for Testing Rooms

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- Minimum number of proctors needed in addition to RS
  - **Standard time rooms**
    - A proctor is required for every 25 students, after first 25
    - 26-50 students, one proctor required
  - **Accommodated testing rooms**
    - A proctor is required for every 10 students, after first 10
    - 11-20 students, one proctor required

In standard time rooms, after the first 25 students, a proctor is required. Another proctor is needed for each increment of 25 students. For example, if there are 26 students in a standard time testing room, you'll need one proctor. If there are 51 students, you'll need two proctors at a minimum.

In accommodated testing rooms, a proctor is required for a room with more than 10 students. If there are 11 to 20 students, you'll need one proctor. If there are 21 to 30 students, you'll need two proctors.

You may choose to assign more proctors than the minimum requirement to help with the administration.

# Local Training

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- Discuss with testing staff before test day:
  - Policies and requirements
  - Pre-test duties
  - Test day assignments
  - Authorized personnel
  - Attentiveness during testing
  - Post-test procedures
- Resources:
  - Online room supervisor and proctor training webcast
    - <http://www.act.org/aap/statetesting.html>
  - Training Session Outline and Topics for Discussion



•TS, and TAC must schedule and hold a training session for testing staff before test day.

-We recommend that you use the pre-recorded Room Supervisor and Proctor Training webcast video found online, and the Training Session Outline and Topic for Discussion found near the end of Supervisor's Manuals to assist with training. You'll want to cover policies and requirements, duties leading up to testing, test day assignments, attentiveness during testing and expectations following testing.

- Holding a local training session allows you to answer questions before test day.
- The more you and your staff prepare, the more likely it is you'll have a successful testing experience.

# FACILITIES REQUIREMENTS

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22



This chapter focuses on selection and set up of rooms for test day.

## Room Selection

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- Test Supervisor and Test Accommodations Coordinator reserve and set up testing rooms
- Environment
  - Adequate lighting and ventilation, comfortable temperature
- Uncrowded seating
  - 15-30 students testing with standard time per room
  - Up to 10 students testing with accommodations **with the same Timing Code** per room



23



Test Supervisors and Test Accommodations Coordinators are responsible, in consultation with the high school principal, for selecting and setting up rooms to be used on test day. To guide you through planning, the following are facilities requirements to keep in mind.

Tests must be offered in locations accessible to persons with disabilities, or alternative arrangements must be made for these students.

Select rooms with plenty of lighting and ventilation, which are a comfortable temperature so students are able to give their full attention to the test.

## Room Selection: Freedom from Distractions

- Minimize distractions
  - Separate testing from regular school activities
- Initial and Makeup Test Dates (Standard Time)
  - Uninterrupted testing for entire morning
  - Turn off bells and intercom/public address system
- Accommodated Testing
  - Bells and intercom/public address system may be on for accommodations testing



24




- Every effort should be made to minimize distractions during testing.
  - If other classes will be in session, the testing area should be isolated from that activity.
  - If there is a wing of the school which could be dedicated to testing, this would be ideal.
  - Post signs that say, “do not disturb” to warn that testing is in progress and quiet is required.
  - You may wish to cover the windows on doors to eliminate distractions.
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- For standard time testing turn off school bells, and the PA system.
  - For accommodated testing, school bells and the PA system does not need to be turned off.



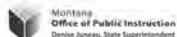
## Room Preparation

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- Writing surfaces
  - No lapboards
- Bulletin boards
  - Cover or remove materials related to testing
- Timepieces
  - Two reliable timepieces in each room
  - Seat students facing wall clock
- Phone
  - Unplug or turn off classroom phones
  - Available for outbound call

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25

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- Writing surfaces must be large enough to accommodate an answer document and test booklet to be placed flat on the surface without the student needing to shift materials and potentially lose his/her place on the test.
- Lapboards are not permitted under any circumstances.
- Bulletin boards containing possible test material- English, Mathematics, Reading, Science, Writing, charts, and maps that provide strategies for solving problems or essay writing must be covered or removed.
- Each room supervisor must have two reliable timepieces in the test room. We also recommend use of a stop watch or interval timer.
- If there is a wall clock in the room, this is helpful to students who did not wear a watch to keep track of the time and to pace themselves. It is a good idea to set up the room with the students facing the wall clock if possible.
- Be sure there is a phone accessible in case you need to call ACT, but unplug or turn the phone off so it does not ring during testing.

## Seating

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- Students must face the same direction (not facing one another)
  - Three feet between students
    - Five feet for multiple level seating
  - Students seated in straight rows and columns
  - Adequate aisle spacing
- *If students are not facing the same direction, scores may be voided.*



26



**Students must face the same direction- the front of the room.** Before testing begins, arrange the room so all students are seated in rows and columns, all facing forward. No student should be facing another student or seated diagonally, and all students should be within the room supervisor's view.

When setting up testing rooms, desks or tables may be used. There must be at least three feet between students front to back and side to side, and students must be seated in straight rows and columns to minimize the ability to communicate with a neighbor, or see a neighbor's test materials. This spacing will also provide enough room for the room supervisor and proctor to walk around the room and reach all students to monitor the room and answer questions without disturbing the students.

## Off-site Testing

- May request off-site testing if unable to meet testing requirements at school
- Possible off-site locations:
  - Community College, church, other private or public facility
- Available for Initial, Makeup, and/or testing with accommodations
- Each off-site location must be approved by ACT
- See checklist for off-site request receipt deadline
- Education grants will be available to defray costs
  - OPI will provide details



27



Most schools are able to meet testing requirements at the school.

However, if the school cannot meet the requirements, the Principal/Test Supervisor may apply to test at an off-site location.

If your school cannot meet testing requirements, you'll want to select a site that will provide a quiet, well lit, comfortable environment. This could be a community college, church, or another facility, such as a legion hall.

You may chose the off-site location for some, or all of the testing, depending on your situation.

It's important to understand that only with ACT approval, may a school test any where other than the school.

Refer to your Checklist of Dates for the receipt deadline for off-site testing requests.

## Documents and Online Training

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- Montana Testing website:  
<http://www.act.org/aap/montana/act.html>
- Online room supervisor and proctor training webcasts:  
<http://www.act.org/aap/statetesting.html>  
under Test Administration Training
- Online accommodations training webcast:  
<http://www.act.org/aap/statetesting.html>  
under Accommodations



The Montana Testing website houses many forms and links to training webcasts. You may want to bookmark this URL to refer to this site.

There are two room supervisor and proctor training webcasts found under the Test Administration Training heading. One version for standard time testing rooms, and another for accommodated testing rooms. These may be reviewed as often as you find helpful.

There is also an accommodations training webcast found under the accommodations heading. This explains the important role of the Test Accommodations Coordinator, particularly in applying for ACT-Approved Accommodations for students with documented disabilities and IEP or 504 Plans.

# Anonymous Security Hotline

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- Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor's Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.
- In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at <https://act.alertline.com>



Your primary contact for Test Day issues remains the ACT Test Administration Department.

The following message on the slide is in each of the ACT Supervisor's Manuals and outlines contact numbers that should be used to report test day irregularities and security issues to ACT Test Administration.

In addition, and in exceptional situations, testing staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If staff wish to report such concerns anonymously, they may do so either by calling the number listed or at the online website noted.

# ACT Contact Information

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- Standard Time
  - ACT: 800/553-6244 x 2800
  - Contact Us: [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
- Accommodations
  - ACT: 800/553-6244 x 1788
  - ACTStateAccoms@act.org

Read and follow all procedures and policies contained in the Supervisor's Manuals, review this training as frequently as needed, and, if you have questions not addressed by this training, please call or e-mail us.

## OPI Assessment Contacts

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**Judy Snow** | STATE ASSESSMENT DIRECTOR | **Montana Office of Public Instruction** | [jsnow@mt.gov](mailto:jsnow@mt.gov) | PH 406.444.3656 | FAX 406.444.0743 | P.O. BOX 202501 HELENA, MT 59620-2501 |

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